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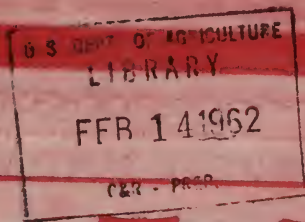


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# 3 CONGRESSIONAL GUIDE

TO INFORMATION SERVICES  
U.S. DEPARTMENT  
OF AGRICULTURE



20  
OFFICE OF INFORMATION

2  
U. S. DEPARTMENT OF AGRICULTURE

50  
Washington, D. C.



This Guide is designed to help Members of Congress and their staffs to obtain information and publications from the United States Department of Agriculture. It has been compiled particularly for the convenience of Members and staff assistants.

It was prepared by Mary Irene Parrett of the Congressional Section, which is set up in the Office of Information as a special point of contact for Members of Congress.

### Quick Telephone Service

When you want general agricultural information, or do not know the person or agency to contact in the Department of Agriculture, dial code 111, extension 3365 or 4303.

### Prompt Correspondence Service

When you do not know a person or agency to contact, address requests to Congressional Section, Office of Information, Department of Agriculture, Washington 25, D.C. Correspondence will be handled promptly.

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# Congressional Guide

to

## Information Services

## U.S. Department of Agriculture

The Congressional Section is the special office established in the Department of Agriculture to provide information and publications services to Members of Congress. A part of the Office of Information, it is the focal point of contact for Members who require facts and publications about agriculture. It keeps currently informed about the work of the Department—its organization and policies, its operations and programs, and its field activities.

### INFORMATION AND LIAISON SERVICES

Employees of the Congressional Section are trained to give prompt and speedy service to help Members of Congress find answers to their questions on agriculture and to assist them in choosing suitable publications.

(1) The employees know what agencies, scientists, specialists, and technicians to contact for needed data.

(2) They are familiar with Department regulations, memorandums, bulletins, press releases, and periodicals.

(3) They have many sources of information available to them on Department policies, programs, and other activities.

On initial receipt of a letter or telephone call, employees contact the person in the agency best qualified to supply the answer to the question or problem raised.

### Correspondence

**What you do.**—Address correspondence to: Congressional Section, Office of Information, Department of Agriculture, Washington 25, D.C. This is for convenience in handling and for expeditious service where you do not have a specific contact in the Department to whom you wish to direct correspondence on an agricultural question.

**What we do.**—We will handle your request in one of the following ways:

(1) By furnishing the information in a direct letter, appropriate form letter, by sending publications, releases, mimeographed or other material pertinent to the subject in question.

(2) By acknowledging receipt of the correspondence and referring it to a qualified person in an agency, after first determining, by contacting him, that the reference is a correct one.

## Telephone

**What you do.**—Call Congressional Section, code 111, extension 3365 or 4303 for:

- (1) General agricultural information.
- (2) Liaison services.
- (3) All publications issued by the Department and questions regarding their distribution.

**What we do.**—If the information you need cannot be furnished by telephone at the time, your call will be handled in either of the following two ways:

(1) By locating the person qualified to provide the information and giving you the extension to dial.

(2) By locating the person qualified to provide the information and asking him to call you back. This procedure is followed if the person is not in his office or cannot be located within a matter of minutes, and saves your having to re-dial. A follow-up is made on all such calls within a reasonable time to make sure that the information has been supplied.

## Motion Pictures

**What we do.**—The Motion Picture Service, Office of Information, produces and distributes motion pictures on subjects with which the Department is concerned. All films are released in 16-mm. size and sound and the majority are in color. Prints are available for loan to Federal and State agencies, schools, and civic and other organizations from 73 cooperating film libraries in the 50 States, and Puerto Rico.

**What you do.**—Apply to the State agricultural extension service or college audiovisual center, located at the land-grant college or university in most States. A list of the films available in each State film library is also obtainable from the same source. Prints may be purchased outright from Government contractors. Apply to the Congressional Section for a descriptive catalog listing all Department films and the addresses of lending libraries.

## Filmstrips

**What we do.**—The Department of Agriculture produces educational filmstrips about agricultural and related subjects, which are designed as visual aids for teaching and lecture purposes. Most of them are prepared by the various subject-matter agencies. Filmstrips are not for loan or sale by the Department, but are distributed by the contracting firm that prints them for the Department.

**What you do.**—Apply to the Congressional Section for a catalog which also contains complete instructions for obtaining filmstrips.



## Exhibits

**What we do.**—The Exhibits Service, Office of Information, prepares educational exhibits depicting the results of experimental and research work conducted by the Department's agencies. The exhibits are available for loan to Federal and State agencies, extension workers, and nonprofit groups and organizations interested in better agricultural practices. The borrowers are asked to absorb the cost of transportation.

**What you do.**—Apply to the Congressional Section for a list of all exhibits available from the Department. A descriptive sheet, including photograph of each exhibit, is also available.

## Assistance on Agricultural Subjects and Programs

If you have questions in the following or related subject matter areas, call or write the Congressional Section.

### Department Programs

Acresage Allotments and Marketing Quotas	Marketing Quotas
Agricultural Stabilization and Conservation	Price Supports
Agricultural Emergency and Agricultural Defense Activities	Production Adjustment
Emergency Disaster	Rural Areas Development
Federal Milk Marketing Orders	Rural Electrification
Feed Grain	School Lunch
Flood Prevention	Soil Conservation
Food Distribution	State and County ASCS committee functions
Food-for-Peace	Sugar
Food Stamp	Surplus Foods and Commodity Disposal
Forest Conservation	Watersheds and Flood Prevention
Great Plains Program	Wool and Mohair
Loans	Others

### Department Research

Agricultural Engineering	Insects
Animal Diseases	Livestock
Crops	Marketing
Dairying	Poultry Husbandry
Economic	Soil and Water Use
Home Economics	

### Regulatory Work

Livestock Quarantine	Pest Control
Meat Inspection	Plant Quarantine

### Other Agricultural Functions

Crop Insurance	Marketing Activities
Extension Work	Services on Cooperatives
Foreign Trade (P.L. 480)	Statistical Reporting

## PUBLICATION SERVICES

### Authority for Publication and Distribution

The U.S. Department of Agriculture was established by an Act of Congress approved by President Lincoln, May 15, 1862, which says in part—

“The general designs and duties of which (the Department) shall be to acquire and to diffuse among the people of the United States useful information on subjects connected with agriculture in the most general and comprehensive sense of that word.”

As a result of this mandate, the Department, almost from its inception, has issued publications on agricultural subjects.

On August 8, 1895, the Secretary of Agriculture authorized setting aside—from funds provided for in the act for the purchase and distribution of valuable seeds—\$30,000 for the preparation, printing, and publishing of Farmers’ Bulletins, to be distributed by Senators, Representatives, and Delegates in Congress.

In 1896 the first special appropriation was made for the printing and distribution of Farmers’ Bulletins, with a provision that two-thirds of the total number printed were to be distributed by Members of Congress. The proportion reserved for Senators, Representatives, and Delegates was increased in the appropriation act of 1901 from two-thirds to four-fifths.

In every agricultural appropriation act since then there has been an item making an appropriation for printing Farmers’ Bulletins—

“Which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths which shall be delivered to or sent out under the addressed franks furnished by the Senators, Representatives, and Delegates in Congress as they shall direct.”

The annual allotments per Member have varied from year to year according to appropriations for printing. The figure through the years has ranged from 5,000 to 20,000 to each member. In recent years the allotment has been 10,000.

### Farmers’ Bulletin Allotment

On July 1 of each year the Director of Information of the Department writes each Senator and Representative notifying him of the allotment of Farmers’ Bulletins to his credit.

**What it is.**—The quota given is a general one, covering some 400 titles of Farmers’ Bulletins and Leaflets and is cumulative from year to year as long as the Member is in Congress.

**Distribution of quota.**—Distribution of the publications allotted is determined entirely by the Member of Congress.

**Termination of quota.**—A retiring Member relinquishes his right to the bulletins to his credit at the expiration of his term of office or upon leaving Congress. He releases his claim at noon on the date the new Congress convenes. He is, however, privileged to exercise

his right to distribute or transfer any portion or all of them until that time.

**Transfer deadline.**—A letter of transfer from an outgoing Member of Congress *must* be sent so as to be received prior to or by noon of the day on which Congress convenes. Often the postmark is the factor by which a determination is made as to whether a transfer can be effective.

**New Members' quotas.**—Incoming Members often have no bulletins to use until the beginning of the fiscal year. In such cases, the Department will advance an estimated half year's supply, and deduct the bulletins thus furnished from the allotment to be placed to the Member's credit the following July 1.

**Where a Member dies or resigns.**—If a Member of Congress resigns or dies, the bulletins remaining to his credit are held for his successor. Any authorized person carrying on the work in such offices in the interim period may draw on this balance to fill requests from constituents of the district, but he may not initiate or stimulate any distribution of bulletins.

**Special note.**—Please take up with the Congressional Section any questions you may have about quotas or distribution matters.

## Accounts

**What we do.**—We maintain a record for each Member, and all publications sent out at his direction are charged against the account. Additions, deductions, and transfers are recorded accordingly.

**What you do.**—The number of bulletins remaining to a Member's credit may be ascertained at any time if you call Agriculture, code 111, extension 3365 or 4303.

## Transfers

**What you do.**—Members of Congress often acquire a credit by securing transfers from their colleagues. When such an agreement is made, please send a letter to the Congressional Section, directing that the desired number of bulletins be transferred from one Member's account to another's.

**What we do.**—We make the proper entries of these transactions and when the request has been complied with both parties are notified.

## Types of Publications Offered

The law stipulates that four-fifths of the Farmers' Bulletins printed shall be for the use of Members of Congress. In addition, other series of publications issued by the Department are available to Members for distribution. Included are Leaflets, Home and Garden Bulletins, and some titles in the Agriculture Information Bulletin, Agriculture Handbook, Marketing Bulletin, Miscellaneous Publication, and Program Aid Series.



### Series Designations and Symbols

**Farmers' Bulletins: (F).** Farmers' Bulletins are based on the results of scientific and technical research, but are presented in language that is easily understood by the average farmer. They cover varied agricultural subjects and are illustrated.

**Leaflets: (L).** Leaflets are similar to Farmers' Bulletins and Home and Garden Bulletins, but are briefer—usually not more than 8 pages.

**Home and Garden Bulletins: (G).** Home and Garden Bulletins deal with such subjects as homemaking, nutrition, canning, freezing, home building, growing vegetables, flowers and fruits for home use, controlling insect pests in house and garden, and all such matters of direct use to town, city, and farm people.

**Agriculture Information Bulletins: (AB).** Agriculture Information Bulletins are designed for information of a more specialized or complete character or purpose than the Farmers' Bulletin, Home and Garden, or Leaflet series.

**Agriculture Handbooks: (AH).** Agriculture Handbooks contain information of a reference or working-tool nature including guides, specifications, etc., on agriculture and home economics.

**Miscellaneous Publications: (M).** Some Miscellaneous Publications have a strong appeal to both town and city dwellers and farmers. This series contains essential information or special reports not adapted to inclusion in other series.

**Program Aids: (PA).** Program Aids present guides in meeting the various farm programs as well as the aims and progress being made.

Only some popular titles in the latter four series are included in those offered for Members' distribution.

### Publications Assistance

The Congressional Section handles a steady flow of requests from the offices of Members of Congress for publications desired by their constituents. On the average about 5 to 6 million copies of the Department's bulletins are distributed each year by Members.

Handling requests for publications is actually only one phase of this service.

Other phases include:

- (1) Preparing lists of Farmers' Bulletins and other popular publications of the Department for the use of Members of Congress.
- (2) Handling the lists as checked and returned by constituents.
- (3) Lending assistance in selection and distribution of bulletins.

Beyond these details, employees in the Congressional Section are able to assist Members of Congress in choosing publications best suited to the economic, social, seasonal, and climatic conditions in their districts. Whenever a Member contemplates sending material into his district, these employees will gladly help him make appropriate selections.

While most of the agricultural bulletins are general and suitable for most sections of the country, there are some that are more localized. Members representing the specific regions referred to in the publications can obtain them on request.

It is the policy of the Congressional Section to render as cooperative and efficient service as possible to Congressional offices. Members of Congress and their secretarial staffs are encouraged to use this assistance.

## Handling Publications Requests

### By Telephone

We will be glad to take approximately 10 bulletin numbers or subject requests over the phone any time you wish to call them in to the Congressional Section. These orders are mailed to you through the Government messenger stop system—an expeditious method of getting small rush requests to you. Members of Congress may furnish franks to be kept on file in the Congressional Section. These are for use *only* on requests considered of a special or emergency nature that you may wish to handle by telephone. Send them to: Congressional Section, Office of Information, Department of Agriculture, Washington 25, D.C.

### By Correspondence

**What you do.**—Forward all letters requesting Department of Agriculture publications to the Congressional Section even though the issuing agency may be indicated or suggested by the nature of the subject matter. All distribution of agricultural publications for Members of Congress is made by the Congressional Section.

**What we do.**—If sending *publications* answers a request, a stamp is placed on the letter indicating that available publications have been ordered sent, and showing the total number charged against a Member's account. The letter is then returned to his office.

Appropriate symbols are placed on letters to show if publications are free, out of print, have to be purchased (price is shown), have been superseded, etc. These and other markings are explained on a symbol slip affixed to this type of letter and it is returned to the Congressional office. This handling saves making individual replies to thousands of letters. Form letters are also used whenever possible.

If correspondence needs to be handled elsewhere than in the Congressional Section, it will be forwarded to the proper service or agency promptly.

### Free Publication Requests

**What you do.**—Send your requests for FREE publications to the Congressional Section, and not to the Superintendent of Documents, Government Printing Office. Any requests sent there unaccompanied

<p><b>WHERE TO CALL OR WRITE</b>  <b>CALL:</b> Code 111, Ext. 3365 or 4303  <b>WRITE:</b> Congressional Section,  Office of Information,  Department of Agriculture,  Washington 25,  D.C.</p>
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by money to pay for publications, have to be transmitted by the Superintendent of Documents to Congressional Section, Office of Information in the Department of Agriculture.

Any follow-up on deliveries of publications or other questions concerning your orders should be made to the Congressional Section where all records are maintained rather than to the Superintendent of Documents. Such queries directed to the Superintendent of Documents have to be relayed to the Congressional Section.

**What we do.**—By law, stocks of Department of Agriculture publications are stored in the Office of the Superintendent of Documents but he mails out these publications on orders *issued from the Congressional Section* after proper computations and processing of your requests. A slip intended to forestall questions is inserted in each package sent out to constituents and reads as follows:

*Notice.*—The publications enclosed are sent as a result of a request made to your Representative in Congress. If your order is not complete, it is because the stock of the publications omitted is exhausted at this time.

### Distributing Lists of Publications

The Department has prepared two lists of its Farmers' Bulletins and other popular publications for the use of Members of Congress.

*List No. 1*, List of Publications Available for Distribution by Members of Congress, gives the series, number, and title under a subject group heading. There are approximately 400 titles listed. A Guide to Subjects makes selection easy.

*List No. 3*, List of Agricultural Publications Available for Distribution by Members of Congress to Homemakers and Residents of Cities and Towns, mentions only those publications of interest to residents of cities and towns and homemakers.

### Circularizing

Frequently Members want to circularize their districts with Lists 1 and 3. Copies can be furnished in quantity for this purpose. They are not charged against the Member's accounts. The two lists should not be sent to the same address as the titles listed on List 3 are also on List 1.

### Ordering

Before ordering a large number of lists we urge you to check with the Congressional Section about the stock on hand. It may be necessary to print an additional amount. We also suggest that you check the *date* of the current list before mailing out any you may have on hand. Most issues are revised and changes are frequent. Therefore, many of the titles showing on an outdated list may not be available when requested.

### Relation to Allotment

The lists furnished are not deducted from a Member's quota. But it is necessary for a Member to have enough bulletins to his credit to cover the total number requested by constituents on returned lists.

Experience of Congressional offices indicates that about 1 person out of every 10 receiving a List (List 1 or 3) will return it, requesting publications. This ratio varies depending on how recently the district has been circularized.

### **Member's Letter**

Many Members have a letter printed on the front page of List 1 or the back of List 3. These pages are left blank for this purpose. *The Department does not print the letter.* Members' offices usually arrange to have this work done at the Capitol or elsewhere as they wish or have it done in their own offices if equipped. Much of this work is done in the Service Department of the Office of the Sergeant at Arms of the Senate, and the Majority and Minority Rooms of the House of Representatives.

In printing a letter, please leave spaces for constituent's name and address, and indicate that the lists *be returned to the Member's office.*

**Limitation.**—In order to keep within his quota, a Member may limit the number of bulletins a constituent may check, say 5 or 10. This can be clearly stated in the letter on the lists.

**Placing name on lists.**—Checksheets, when detached, and List 3 are constituents' order blanks and are the means by which the proper filling and mailing of their bulletin selections are handled. This becomes a matter of routine between your office and ours if your letter carries the above suggestions. If at times, however, a checksheet or List 3 is enclosed with a separate letter we ask you to please make sure the Members' name and room number are stamped on it. This will insure that your constituents mail it back to you and will furnish identification when we are processing it.

**Use of checksheets.**—On page 2 of List 1 is a checksheet on which selections are indicated. These numbers are in numerical order and the use of this checksheet facilitates the filling of the order since it corresponds with bin arrangements. On List 3 selections can be checked in the squares appearing in front of each number. In order to aid in computing the totals a blank space has been provided at the foot of the checksheet and List 3 where the total number of bulletins selected should be indicated.

## **Handling Checksheets**

### **Publications To Be Mailed Directly to Constituent**

**What you do.**—If the Member prefers the publications mailed directly to his constituent, please use the following procedures:

(1) Send the checksheet *only* (page 2 of List 1) to the Congressional Section.

(2) *Staple addressed frank* securely to letter side of checksheet, leaving the check side clear for easy computation of bulletins checked. Send only one addressed frank for each address unless the total number of bulletins to be sent to one address is 200 or more. In that case send an addressed label for each 300 bulletins. (For G 1—"Family Fare", send a label for each 125 copies).

(3) *Staple addressed frank* securely to letter side of List 3.

(4) Place in large envelope *flat* (do not fold) addressed to Congressional Section, Office of Information.

**NOTE:**

A. Transmittal letters should not be sent **except** when specific or unusual mailing instructions are desired. This will simplify processing procedures.

B. Checksheets will be returned if the Member makes the request in a covering letter when he forwards the checksheets to the Department, or he may simply call Agriculture, code 111, extension 3365 or 4303, and ask that it be done.

We strongly urge that you specifically follow the above suggestions. This will prevent considerable delay.

**What we do.**—Checksheets are inserted with bulletins when order is filled. Some Members want to have their checksheets returned to their offices after mailing is completed in order to make up a mailing list.

**Publications To Be Sent to Member's Office**

If the Member prefers to have the publications sent to his office in order to stamp his name on them before they are mailed out, we make the following suggestions:

**What you do.**—(1) Send the checksheet *only* (page 2 of List 1) to Congressional Section.

(2) Enclose *one addressed frank* with the Member's name and room number with each *bunch* of lists you send.

(3) Place in large envelope *flat* (do not fold) addressed to Congressional Section, Office of Information.

**NOTE:** Transmittal letters should not be sent **except** when specific or unusual mailing instructions are desired. This will simplify processing procedures.

We strongly urge that you specifically follow the above suggestions. This will prevent considerable delay.

**What we do.**—Our order will carry instructions that the bulletins are to be put up in separate packages and a list inserted in each package for identification purposes. These packages are put in cartons and sent to the Member's office.

**Delivery Service to You**

The Government Printing Office messengers who deliver all large packages or cartons to Members' offices are stationed in the Senate and House Office Buildings (new and old). They are listed in the Senate and House telephone directories and at times you may wish to call them regarding deliveries. Smaller packages often are mailed to the Senate or House Post Office where they will be delivered in the usual manner.

**Other Publications and Periodicals**

The Department of Agriculture issues several other series of publications. Many bear popular titles, and Members may receive requests for them. Most of the publications in these series are issued in small editions and ordinarily cannot be furnished in quantities.



If requests for these are received from Members' offices, an attempt will be made to supply the publications if the stock on hand will permit. The number supplied will be charged against the Member's account for Farmers' Bulletins.

**Types of symbols used for publications.**—For ordering purposes letter symbols are assigned to all series of publications by the Department of Agriculture. For example: Technical Bulletins T; Marketing Research Reports MRR; Home Economics Research Reports HRR; Production Research Reports PRR, etc.

**Superintendent of Documents sales catalogue codes.**—The Superintendent of Documents, Government Printing Office, who is the official authorized by law to sell Government publications, uses a code system in his sales catalogues of Government publications. This system is made up of initial letters indicating the Government agency and figures to denote the series of bulletins. For example A1.9 the A indicates Agriculture the 1.9 Farmers' Bulletins series. In attempting to determine what Government agency issued bulletins listed in code, the lead letter generally is the clue. For example: A is Agriculture; C is Commerce; D is Department of Defense; I is Interior, etc.

**Price lists.**—If Superintendent of Documents price lists are sent to Congressional offices accompanied by money, stamps, coupons, money orders, or checks, they should be forwarded directly to the Superintendent of Documents, Government Printing Office, Washington 25, D.C.

Despite the fact that the price of the publication is given in these lists, many people ask for free copies from their Members of Congress. When you receive such lists, they may be sent to the Congressional Section where they are decoded and the free agricultural bulletins sent. Many of the bulletins listed in the price lists are in series other than Farmers' Bulletins or comparable publications offered to Members of Congress. Any that are sent are deducted from the Members' Farmers' Bulletin Account.

When price lists are sent to your constituents, their bulletin selection should be ordered from the Superintendent of Documents and they should send money to him to cover the cost. The selections from price lists are usually rather large and tend to put a heavy drain on Members' quotas.

**Agricultural Statistics.**—A volume of Agricultural Statistics is published yearly. The Department sends a bound copy to each Member for his personal use.

**Directory.**—The Department issues an annual Directory of Organization and Field Activities of the Department of Agriculture which will be supplied for your desk use upon request.

**WHERE TO CALL OR WRITE**

**CALL:** Code 111, Ext. 3365 or 4303

**WRITE:** Congressional Section,  
Office of Information,  
Department of Agriculture,  
Washington 25,  
D.C.

**Periodicals.**—Among the popularly presented periodicals are:

Agricultural Marketing	Foreign Agriculture
Agricultural Research	News for Farmer Cooperatives
Agricultural Situation	Rural Lines
Extension Service Review	Soil Conservation

Mailing lists are maintained for periodicals but the listings are serviced by the issuing agencies. Free distribution, under Budget Bureau authorization, is very limited. Requests may be sent to the Congressional Section to be routed to the proper agency.

Persons who want to subscribe to periodicals should apply direct to the Superintendent of Documents, Government Printing Office, who will furnish the prices.

**Career publications.**—Some of the agencies of the Department have written booklets to interest college students in careers in various phases of agriculture. These publications are issued in small editions, but single copies can be obtained upon request.

**Yearbooks.**—Under a law enacted January 12, 1895, governing Federal printing, the first Yearbook of the Department—that of 1894—was published. With the exception of 1929, Yearbooks were printed every year through 1942. In 1947 one issue came out covering the years 1943–47. There has been one book for each year since, with the exception of 1950 when Congress appropriated funds for reprinting the 1948 Yearbook. In 1951 the Yearbook covered both 1950 and 1951 to avoid gaps in years.

Before 1936 the Agriculture Yearbook was made up of detailed agricultural statistics and articles on new developments in agriculture. Since 1936, Agricultural Statistics has been issued separately and the Yearbook devoted to the newest findings on a specific agricultural subject. The titles are listed below:

1936	Better Plants and Animals, Volume I. (Out of Print)	1948	Grass. \$2.00
1937	Better Plants and Animals, Volume II. (Out of Print)	1949	Trees. \$2.75
1938	Soils and Men. (Out of Print)	1950–51	Crops in Peace and War. \$2.50
1939	Food and Life. (Out of Print)	1952	Insects. \$2.75
1940	Farmers in a Changing World. \$1.50	1953	Plant Diseases. \$2.50
1941	Climate and Man. (Out of Print)	1954	Marketing. \$1.75
1942	Keeping Livestock Healthy. \$2.25	1955	Water. \$2.00
1943–47	Science in Farming. \$2.25	1956	Animal Diseases. \$2.00
		1957	Soil. \$2.25
		1958	Land. \$2.25
		1959	Food. \$2.25
		1960	Power To Produce. \$2.25
		1961	Seeds. \$2.25

The edition of the Yearbook usually allows 550 copies for each Senator and 400 copies for each Representative (as authorized by the Joint Committee on Printing in 1933). These copies are held in the Folding Rooms of the Senate and House respectively, subject to the orders of Members of Congress during their terms of office and for 6 months after they retire.

The Superintendent of Documents, Government Printing Office, carries a sales stock of some of the Yearbooks. The price of each available volume, as of the issuance of this Congressional Guide, is indicated after the year and title above.



**Soil surveys.**—County soil surveys are prepared in the Soil Conservation Service. Before a survey is printed and while it is still in manuscript form, a Senator in whose State the survey is made is advised by the Service that he may obtain as many as 250 copies of it if he desires. At the same time the Representative in Congress, in whose district the county soil survey is made, is given an opportunity to request up to 1,000 copies.

The copies ordered are printed and held in the Office of Superintendent of Documents, Government Printing Office, subject to the Member's orders for distribution. The Superintendent of Documents sends a letter of notification when copies are printed.

Questions regarding above procedure or requests for single copies of any Soil Survey should be directed to the Congressional Section and not to Soil Conservation Service.

By law, at the expiration of 2 years any unused Congressional allotments become the property of the Department. At regular intervals, the Superintendent of Documents submits a list showing the number that have been transferred to the credit of the Department. Hence, it is possible at times to obtain a few copies from the Department of Agriculture even though the regular free and sales supplies are exhausted.

**Special reports.**—The two special reports on "Diseases of the Horse" and "Diseases of Cattle" were revised and reprinted in accordance with the 1942 Agricultural Appropriation Act. The law stipulated that the entire edition was for the use of Members of Congress. Copies were held in the Senate and House Folding Rooms subject to the order of a Member of Congress. This Department *has no copies* available for distribution. The Superintendent of Documents carries them in sales stock:

Diseases of Cattle. \$2.75

Diseases of the Horse. \$3.00

## RELATED SERVICES AND INFORMATION

### Mailing Lists

**What we do.**—The Department of Agriculture issues bi-monthly a list of its most recent publications. Members of Congress or constituents may receive the list regularly to keep up to date with the new publications issued by the Department.

**What you do.**—To be added to the mailing list, simply telephone or write to the Congressional Section, Agriculture code 111, extension 3365 or 4303. A list of names of Members of Congress to receive new Farmers' Bulletins, Leaflets, and Home and Garden Bulletins is also maintained. Names are added to the list on request.

### Requests From State and County Extension Workers

**What we do.**—Cooperative extension work is a cooperative function of the Department of Agriculture and the land-grant colleges. The Department of Agriculture provides supplies of Farmers' Bulletins

and other popular publications to State extension services and county extension agents for use in their work. Extension workers, therefore, are expected to apply for publications either through their State office or direct from this Department.

**What you do.**—Members of Congress receiving requests from State and county extension workers may accordingly ask them to apply through their State office or directly to the Federal Extension Service, U.S. Department of Agriculture. If, however, a Member wants to supply Department publications to State extension workers from his allotment, the Department is agreeable. Forward such requests to the Congressional Section in the *usual manner*.

### Binding Privilege

**What you do.**—Members of Congress are entitled to have a certain number of Government publications bound. The number may be ascertained from the Printing Clerk of the Senate and the Clerk of the House of Representatives. If Farmers' Bulletins and Leaflets are wanted for binding, a request should be made to the Congressional Section for the publications.

**What we do.**—An order is then made on the Superintendent of Documents for a complete set with such indexes and title pages and tables of contents as are available. This order is sent with a letter to either the Printing Clerk of the Senate or the Clerk of the House. These officials will forward it, together with the requisition for binding, to the Public Printer of the Government Printing Office, where the publications are collected and bound. When the binding is completed, the bound volumes of bulletins will be delivered to the Congressional office or to any address requested by the Senator or Representative.

### Return of Publications for Credit

Sometimes when a Member of Congress is making a wide distribution of publications in his district, he may overorder and receive more bulletins than needed.

**What you do.**—If the surplus bulletins have not been stamped, they may be returned to the consigned stock of the Department for re-use. They should be put into cartons or mail bags addressed to the "Receiving and Storage Section, Office of the Superintendent of Documents, Government Printing Office," and in the lower left hand corner plainly marked "For Free Stock." They should be accompanied by a letter addressed to the Superintendent of Documents, stating the approximate number of bulletins returned. Please send a carbon copy of this letter to the Congressional Section.

**What we do.**—From the carbon copy, we will credit the Member's account with the number of bulletins returned.

### Requests for Free Seeds

Seed distribution for Members of Congress *was discontinued* in 1923, and there has been no appropriation for it since that time. How-

ever, some people are unaware of this and write to their Member of Congress for free seeds.

## An Exchange Account With the Superintendent of Documents

From time to time, the Superintendent of Documents can use certain documents credited to Members of Congress and in order to replenish his sales stock will accept a stipulated number of them. The Superintendent of Documents maintains a list showing what documents are acceptable.

To find out what publications are carried on this list, contact the Division of Public Documents, Government Printing Office. If the Superintendent of Documents agrees to accept documents which a Member has to offer, he will then set up an Exchange Account crediting the Member's account with the exact money value placed on the books taken in. After this account is established, a Member can then obtain from it such books and pamphlets as are available in a sales stock.

## Miscellaneous Suggestions

(1) *Notes written on checksheets by constituents are always given attention when processing.* There is no need to phone or write *separately* about them.

(2) Please use the checksheets attached to List No. 1 to recheck any requests you receive in which the bulletin numbers are not in *numerical sequence*.

(3) A law requires that postage be paid by Government agencies for all mailings. It is imperative, therefore, that any mailings done at the request of Members of Congress be made under their franking privilege. It is for that reason that all requests for mailing publications need to be accompanied with *addressed* franks.

(4) IT IS IMPORTANT to make sure through the Congressional Section that copies of bulletins are in stock before mentioning them in newsletters or other media reaching constituents. This is particularly important to make sure that the titles and numbers listed are the latest ones available. Frequent revisions are made, often changing series, numbers, and titles.

(5) Please make a clear distinction between FARMERS' BULLETINS (a series of publications) and FARMERS' BULLETIN CHECK LISTS (List 1 and List 3). Some offices refer to the *Lists* as *Farmers' Bulletins* causing some confusion.

## Subjects Handled by Other Federal Agencies

Subject matter on fish, birds or any type of wildlife is handled in Fish and Wildlife Service, Department of the Interior.

Requests on infant and child care are handled by the Childrens' Bureau of the Department of Health, Education, and Welfare.

The Census of Agriculture is issued by the Bureau of the Census, Department of Commerce. The Statistical Abstract also issued by the Bureau of the Census is often confused with the volume of Agriculture Statistics issued by the Department of Agriculture. Requests for the Census or the Statistical Abstract should be sent directly to the Census Bureau.

Questions having to do with climate, weather or meteorology are handled by the Weather Bureau, Department of Commerce.

Roads and road building (except those in the national forests) are handled by the Bureau of Public Roads, Department of Commerce.

WHERE TO CALL OR WRITE  
CALL: Code 111, Ext. 3365 or  
4303  
WRITE: Congressional Section,  
Office of Information,  
Department of Agriculture,  
Washington 25,  
D.C.



# How USDA is Organized

## SECRETARY

### Under Secretary

### Staff Assistants

### Office of the General Counsel

#### Departmental Administration

##### Administrative Assistant Secretary

Budget and Finance, Office of  
Hearing Examiners, Office of  
Information, Office of  
Library

Management Appraisal and Systems Development, Office of  
Personnel, Office of  
Plant and Operations, Office of

#### Federal-States Relations

##### Assistant Secretary

Agricultural Research Service  
Cooperative State Experiment Station Service  
Farmer Cooperative Service  
Federal Extension Service  
Forest Service  
Soil Conservation Service

#### Marketing and Foreign Agriculture

##### Assistant Secretary

Agricultural Marketing Service  
Commodity Exchange Authority  
Foreign Agricultural Service

#### Agricultural Stabilization

##### Assistant Secretary

Agricultural Stabilization and Conservation Service  
Commodity Credit Corporation  
Federal Crop Insurance Corporation

#### Agricultural Economics

##### Director

Economic Research Service  
Statistical Reporting Service

#### Agricultural Credit Services

##### Director

Farmers Home Administration  
Office of Rural Areas Development  
Rural Electrification Administration





Growth Through Agricultural Progress

